



# **Rio Arriba County Detention Center (RACDC) POLICY 031: SECURITY DOORS, INMATE MOVEMENT, TRANSPORTATION**

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All entrances and exits shall be controlled by the control officer and/or supervisor to provide consistent security practices. This will ensure that:

- a. Only authorized personnel enter or exit the facility
- b. The control officer is aware of all movement to and from the facility
- c. All security doors are secure.
- d. All inmates are accounted for at all times.

Procedure:

## **Security Doors**

1. The control officer shall not open a security door for any inmate unless the inmate is escorted and properly restrained on unless the inmate is at trustee level classification.
2. All visitors shall be properly identified before entering the facility.
3. All visitors to the facility shall be pre-authorized by the administration office or by appointment.
4. Inmates might have to be locked down when visits occur in the secure area.
5. All visitors to the secure area shall be escorted and scanned with a metal detector.
6. A visitor log will be filled out every time there is a visit.
7. The control officer shall not open any door without properly identifying the person/persons going through.

## **Inmate Movement**

1. Any person being booked in must be escorted by the arresting officer or the transporting officer.
2. Any time an inmate is reclassified or moved to or from one cell or bunk, the changes shall be indicated in the inmate count form.
3. At no time will inmate count forms be altered with white out or liquid paper.



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4. Inmates going to court, hospital, etc. will not be removed from the inmate count form, but rather indicated as being out to a said activity.
5. Upon return from the activity, a new count form will be filled out for the next official count.

### **Inmate Transportation**

All transportation of inmates will be handled by the appropriate departments.

1. The arresting agency is responsible for all arraignment appearances, thereafter the Sheriff's department will be responsible for transports.
2. All medical transports will be handled by the detention center staff.
3. If ambulance staff has to transport prisoners, then the detention staff will do the escort.
4. All transports will be documented on the inmate count form and in the supervisor daily report.
5. If medical staff requests a copy of the inmate medical form, copies shall be supplied.
6. All inmates returning to the facility will be searched before returning to the housing unit.
7. All transporting officers will be asked to be present through the search in case contraband is found.
8. All inmates being transported out of the facility will be properly restrained before leaving.